

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

Secretarial Questionnaire

**SECRETARIAL CAREER SYSTEM**

**Introduction and Instructions**

In 1986, all Agency secretaries, legal secretaries, clerk typists, and clerk stenographers were converted to the Intelligence Secretary Pay and Career System. In November 1986, you had the opportunity to respond to an attitude survey that was designed specifically for IS employees and their supervisors. In May 1987, you had an opportunity to comment on the secretarial system and to suggest changes, and the following ideas were adopted:

- \* Training requirements were reviewed and reduced.
- \* Time-in-level requirements for promotion to levels 2, 3, and 4 were reduced from 2, 3, and 5 years to 1, 2, and 3 years, respectively.
- \* IS-01 secretaries are now eligible for a performance award.
- \* IS-03 and 04 secretaries are now eligible for larger performance awards.

In addition, the first year job enrichment goals of 30% of the secretarial positions at the IS-03 and 04 levels have been met.

You now have another opportunity to review and comment on the system. The Office of the Inspector General and the Office of Personnel have requested that the Office of Medical Services re-administer portions of the November 1986 survey. In addition, we invite your comments regarding the Secretarial System. They will be valuable to our ongoing review and analysis of the Program. As occurred in 1987, your comments will provide the base upon which changes to the Program will be considered.

**Your answers to this questionnaire will be anonymous.**

**Please do not put your name on the answer sheet.**

**Ignore the box on the answer sheet requesting your "I.D. Number."**

To facilitate data entry we are enclosing an automated scoring sheet. You will need to use a "number 2 pencil" to record your responses. Place a mark in the appropriate box for each of the questions. If you make a mistake or wish to change your response, please completely erase your old response. Make sure that you mark only one box for each question and that you answer all questions.

**Please return only the answer sheet within three (3) business days to:**

**SCSS  
RB/RISD/OMS  
706 CofC**

**Please forward comments to:**

**OP/PCSD/ODB**

STAT

~~ADMINISTRATIVE-INTERNAL USE ONLY~~

ADMINISTRATIVE-INTERNAL USE ONLY

Secretarial Questionnaire

All of the items in this survey were designed to be quick response questions.  
It should take less than ten minutes to complete.

**There are no right or wrong answers to any of the questions.**  
**Do not spend too much time on any one question.**

The 18 items listed below represent general aspects of employment that are relevant to some people's overall satisfaction with their jobs. The items are not listed in any particular order. Please rate how satisfied you are with each of these factors using the scale below:

- A - Very dissatisfied**
- B - Dissatisfied**
- C - Neither satisfied nor dissatisfied**
- D - Satisfied**
- E - Very satisfied**

**BEGIN RECORDING YOUR RESPONSES ON THE ANSWER SHEET.**

1. Your sense of accomplishment?
2. The classroom training you receive?
3. The on-the-job training you receive?
4. Your interaction with your co-workers?
5. Challenge and interest of your work?
6. The way your supervisor treats you?
7. Being valued as a member of the office team?
8. The feedback you receive for your work?
9. Management-employee communications?
10. Your salary and benefits?
11. Your chances for promotion?
12. How fairly your job performance has been assessed?
13. The amount of work that you are expected to do in an eight hour day?
14. Your supervisor's competence?
15. The secretarial career development system?
16. A clear statement of your work responsibilities?
17. Feeling that you are a part of the Agency?
18. Recognition for good performance?

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

Secretarial Questionnaire

For each of the following questions please indicate on a 5-point scale how much you agree or disagree. The points on the scale are defined as follows:

- A - Agree
- B - Tend to agree
- C - Neither agree nor disagree
- D - Tend to disagree
- E - Disagree

**There are no right or wrong answers to any of these statements.  
Do not spend too much time on any one statement.**

19. The Secretarial Career System has had a **negative** effect on the secretarial occupation.
20. I am paid more fairly under the new pay system.
21. My future is brighter under the Secretarial Career System.
22. Training is very important for advancement under the Secretarial Career System.
23. The satisfaction I get from working for the Agency has **not** changed much with the new system.
24. The salary that I receive under the new system is more competitive with private industry.
25. Fewer secretaries have left the Agency because of the new Secretarial Career System.
26. It has been difficult for me to get the training I need to advance under the new system.
27. The Secretarial Career System has had a positive effect on morale.
28. I have **less** responsibility under the Secretarial Career System.
29. Even with the new system I'll probably leave the Agency to work somewhere else.
30. Under the new system I feel more like part of a team.
31. With the new system I am expected to participate more in making decisions.
32. Overall, I am **not** in favor of the Secretarial Career System.
33. The Secretarial Career System has improved communication between me and my supervisor.
34. Compliance with training requirements has been very disruptive in my office.
35. The new revisions to the IS system will have a positive effect on the program.
36. I would like to continue working for the Agency, but not as a secretary.
37. The salary that I receive under the new system is **more** than I could get in other government agencies.
38. I have experienced a growth in skills over the past year.
39. Current opportunities for advancement are excellent.
40. My present job is in the area of work (not necessarily the same job) I wish to remain in permanently.
41. I have little opportunity to use my abilities in the Agency.
42. The method used to evaluate my performance leaves much to be desired.
43. Supervisors encourage secretaries to leave the occupation to improve their career opportunities.
44. When I became a secretary for the Agency, I already had in mind changing to another occupation as soon as I could.

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

Secretarial Questionnaire

45. Which of the following best characterizes your present intentions?

- A. I will remain in my present job.
- B. I am now (or soon will be) looking for another secretarial job in the Agency.
- C. I am now (or soon will be) looking for a non-secretarial job in the Agency.
- D. I am now (or soon will be) looking for another secretarial job outside the Agency.
- E. I am now (or soon will be) looking for a non-secretarial job outside the Agency.

46. How long do you think that you will continue to be a secretary with the Agency?

- A. Less than one year.
- B. At least one but less than three years.
- C. At least three but less than five years.
- D. More than five years.
- E. I don't know.

The following is a list of job-related factors that **may** influence your decision to either leave or remain in the secretarial occupation. For each of the factors please indicate how influential it would be in considering a decision to stay in or leave the secretarial occupation.

Please rate each of the factors using the following scale:

- A - A very good reason for staying in the occupation**
- B - A good reason for staying in the occupation**
- C - Neither a reason for staying in nor leaving the occupation**
- D - A good reason for leaving the occupation**
- E - A very good reason for leaving occupation**

- 47. The classroom training you receive?
- 48. Your interaction with your co-workers?
- 49. Challenge and interest of your work?
- 50. The secretarial career development system?
- 51. Your salary and benefits?
- 52. The way your supervisor treats you?
- 53. The on-the-job training you receive?
- 54. Recognition for good performance?
- 55. The feedback you receive for your work?
- 56. Management-employee communications?
- 57. How fairly your job performance has been assessed?
- 58. The amount of work that you are expected to do in an eight hour day?
- 59. Your supervisor's competence?
- 60. Your sense of accomplishment?
- 61. A clear statement of your work responsibilities?
- 62. Being valued as a member of the office team?
- 63. Feeling that you are a part of the Agency?
- 64. Your chances for promotion?

ADMINISTRATIVE-INTERNAL USE ONLY

ADMINISTRATIVE-INTERNAL USE ONLY

Secretarial Questionnaire

**Background Information**

65. Are you a secretary or manager? (This is being asked in order to ensure correct answer sheet identification.)
- A. Secretary            B. Manager
66. What is your current grade under the Intelligence Secretary Schedule?
- A. IS-01            B. IS-02            C. IS-03            D. IS-04
67. Which do you feel is most accurate in describing your skills and abilities?
- A. Secretary Trainee            B. Secretary  
C. Senior Secretary            D. Executive Secretary
68. Which do you feel is most accurate in describing the **level of duties** in your present job?
- A. Secretary Trainee            B. Secretary  
C. Senior Secretary            D. Executive Secretary
69. How many years have you worked for the Agency?
- A. Less than one year.  
B. At least one year but less than three years.  
C. At least three years but less than five years.  
D. At least five years but less than ten years.  
E. Ten years or longer.
70. Which of the following Directorates are you assigned to?
- A. DCI            B. DA            C. DI            D. DO            E. DS&T
71. Where do you work?
- A. Headquarters Building  
B. Washington metropolitan area other than Headquarters  
C. Continental United States other than the Washington area  
D. Overseas
72. Do you work full time or part time?
- A. Full Time            B. Part Time
73. How old are you?
- A. Less than 26 years old.  
B. Between 26 and 39 years old.  
C. Between 40 and 49 years old.  
D. 50 years old or older.

ADMINISTRATIVE-INTERNAL USE ONLY

STAT

to:

08 JUN 1988

**Federal Retirement  
Thrift Investment  
Board**

room: \_\_\_\_\_ date: 06/06/88

*This is the final draft of the MOU --  
It has Mr. Callanough's comments  
incorporated. If acceptable from your side,  
it's ready to be signed.*

Bob  
*This arrived late 6/6  
the only difference from the one I  
sent you early 6/6 is the movement  
of para I.B. to para II.A.  
and the few changes in para II.A.5.*

STAT

STAT

<b>ROUTING AND TRANSMITTAL SLIP</b>		Date
		15 Jun 88
<b>TO:</b> (Name, office symbol, room number, building, Agency/Post)	<b>Initials</b>	<b>Date</b>
1. <span style="border: 1px solid black; display: inline-block; width: 100px; height: 1.2em; vertical-align: middle;"></span> OGC		
2.		
3.		
4.		
5.		
<b>Action</b>	<b>File</b>	<b>Note and Return</b>
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

**REMARKS**

Attached is a copy of the Thrift Board's version of the MOU dealing with Thrift administration for . I would appreciate it if you could review and determine what significance these changes would have if we agree to them.

I have also attached our original version for comparative purposes.

Thanks,

Bob

P.S. Would appreciate an early opinion on this one.

**DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions**

<b>FROM:</b> (Name, org. symbol, Agency/Post)	<b>Room No.—Bldg.</b>

5041-102

FORM 101 (Rev. 10-1-77)

STAT

STAT

STAT